

Norwood Village Policy Statement Unpaid Assessments

Restatement of Existing Policies, approved by the board March 9, 2010

References: Covenants, Part H Assessments; By-Laws, Article XII, Assessments

Policy Statement – Interest and Costs of Collection

As outlined in the By-Laws, interest will be added to outstanding assessment balances at the rate of 1% of the outstanding balance each month for assessments not paid by the due date.

In addition to interest charges, direct costs to the village of collecting overdue assessments will be added to the outstanding balance as follows:

1. Responses to inquiries from members, escrow companies, etc.....No Charge
2. Village initiated dunning contacts by letter, phone, email, in person, etc.....\$10.00 each, (not to exceed \$10/month).
 - The board will advise the village bookkeeper to apply this charge for contacts made by board members.
 - The bookkeeper will apply the fee when sending follow-up bills at the direction of the board.

The board may waive this fee for good cause at the discretion of the board.

3. Lien fees, attorney fees, foreclosure costs, or any other direct costs to the village for collecting delinquent assessments.....Actual cost to the village plus \$10.00.

Policy Statement – Liens

Liens will be filed on properties delinquent more than one year. Example: Assessment due April 1, 2009 and not paid as of April 1, 2010 would be subject to lien. Filing of a lien may be delayed for good cause at the discretion of the board. Filing of a lien may be accelerated if the property is listed for sale or for other good cause at the discretion of the board.

Liens will generally not be foreclosed by the village, though the village reserves the right to do in particularly serious cases. Liens will be released upon payment in full of the outstanding balance. Lien releases under other circumstances will be decided on a case-by-case basis by the board.

Policy statements do not amend policies outlined in the By-Laws and Covenants. They are statements of how the board understands and intends to apply those policies and includes any procedures that may be required to implement them.